

ORTUNITY

CLASSIFICATION: ENERGY RESOURCES SPECIALIST III (SUPERVISORY)

TENURE: PERMANENT

TIME BASE: FULL-TIME

**SALARY:** \$7,451 - \$9,259

LOCATION: ENERGY EFFICIENCY RESEARCH OFFICE

**ENERGY RESEARCH AND DEVELOPMENT DIVISION** 

FINAL FILING DATE: UNTIL FILLED

Under the general direction of the Energy Resources Specialist III (Managerial) (ERS Manager) for the Energy Efficiency Research Office, the Energy Resources Specialist III (Supervisor) (ERS Supervisor) is the first-level supervisor and performs a variety of supervisory, program evaluation and planning and policy analysis and formulation. The ERS Supervisor supervises a team of scientists and engineers working on cutting edge research to improve buildings and appliances. This research serves as the catalyst for future technology advancements. The ERS Supervisor prioritizes and directs the research, development and demonstration (RD&D) needed to advance energy efficiency technologies and strategies beyond current standards to meet current energy efficiency and climate change goals. The incumbent is knowledgeable in advanced energy efficiency technologies; participates in program planning; supervises and provides leadership to staff and performs responsible, varied and complex technology, economic and other analysis to support energy RD&D that provides ratepayer benefits.

### **WORKING CONDITIONS:**

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. The candidate must work well with people inside and outside the Energy Commission and members of the general public; perform well under the pressure of deadlines; exercise good listening and communication skills; and prepare quality reports for expert and layperson readers. The candidate will be required to provide oral and written presentations. The candidate must be able to evaluate daily workload and prioritize work including the work of team members and contractors. Travel is required to attend workshops, hearings and meetings and may consume 5% to 10% of the candidate's time. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail and Internet; participate in and lead meetings with other staff and with other agencies.

## **DUTIES/RESPONSIBILITIES:**

The Energy Resources Specialist III (Supervisory) duties include:

Plans, directs, oversees and coordinates a staff of technical and scientific specialists and engineers in their analyses and evaluation of building efficiency research technologies and energy policies/planning. Independently analyzes and advises Commission management on the most complex energy research and development issues including legislation, ordinances or regulations; new policies being proposed by the Commission or other agencies; and implications of energy research and development proposals. Ensures that technical and policy documents prepared by staff and outside consultants are: coordinated and integrated with other technical disciplines; consistent with Division and Commission policies and objectives; technically adequate and accurate, (Cont'd.)

# BULLETII **OPPORTUNITY**

(Cont'd.) and appropriate for the intended audience. Ensures a high degree of quality control (rigorous analytical foundation and meticulous writing technique) over all products originating with staff in the unit and ensure timely completion of staff assignments.

- Consult with the ERS Manager, Division management, program-level leads, and Commissioners to plan the overall goals and objectives; define workload requirements, schedules, and resource needs; and determine assignments and identify specific staff.
- Consult with stakeholders including representatives from government RD&D organizations and utilities representatives, private developers, and technical experts to identify RD&D opportunities of alternative and advanced energy systems or technologies in California; and define, develop and implement projects that provide significant public benefits to California and meet the policy and technical objectives of the RD&D program. Make presentations at workshops and conferences and provide expert testimony at hearings sponsored by the Energy Commission, Public Utilities Commission and other agencies.
- Other duties as required consistent with the specifications of this classification.

### **DESIRABLE EXPERIENCE/QUALIFICATIONS:** The successful applicant should have:

- Highly developed written and oral communication skills.
- Ability to train and supervise staff in their production of timely quality work products.
- Ability to promote staff development.
- Proven ability to direct, motivate and earn the respect of staff.
- Ability to adjust programs and schedules to accommodate needed changes.
- Experience as a motivated self-starter.

WHO MAY APPLY: Eligible candidates who are current state employees with status in the above classification or lateral transfers from an equivalent class, former state employees who can reinstate in this classification or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the SROA process: SROA / SURPLUS / REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter.

### Will consider a Training and Development (T&D) Assignment.

Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature to the address listed below. <u>Electronic applications will not be accepted.</u> You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reemployment, reinstatement, etc.), RPA #310-209 and position number 310-4813-xxx in the "Explanation Section" of the STD. 678. Applications will be screened for experience and only the most qualified will be contacted for an interview.

# INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

### **SUBMIT APPLICATIONS TO:**

Personnel Services Office Attn: RPA #310-209 1516 9<sup>th</sup> Street, MS-3 Sacramento, CA 95814 Phone: 916-654-4305 California Relay (Telephone) Service for the Deaf or Hearing-Impaired From hTDD Phones: 1-800-735-2929 From Voice Phones: 1-800-735-2922